UF|IFAS UNIVERSITY of FLORIDA

WILDLIFE ECOLOGY AND CONSERVATION

VEHICLE NUMBER _____

VSC FLEX _____

VEHICLE USE RECORD

All Drivers must possess a valid operator's license. Seat belts must be used, and speed limits observed. PERSONAL USE EXPRESSLY PROHIBITED

PLEASE USE BLUE/BLACK INK - NO PENCIL

MONTH/YEAR _____ **TAG #** _____ **VEHICLE MAKE/MODEL/YEAR** _____ **DEPARTMENT ID** 6047

NOTE: Vehicle logs must be maintained **MONTHLY** for audit purposes. It is important that all of the required information be included on the log and that it be reviewed and signed by an appropriate individual within the department. Incomplete and inappropriate entries will result in audit criticism. **Completed forms must be maintained in department record for three (3) complete fiscal years.**

			Time Used		Mileage		Tolls on this trip?			Driver signature in this column is certification of (a) Accuracy of Information (b)Valid Driver's License
Date	Origin/Destination	Purpose	Out	In	Start	End		Project to be Charged	Driver's Name (Print)	Driver's Signature